

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **ELIGIBILITY HEARING OFFICER**

Hearing & Legal Services Officer II

Position # W0264

#### **HOURLY POSITION – NO STATE BENEFITS**

Pay Band 5, Level I - Hiring Range: \$21.10 - \$30.00 per hour

**Closing Date: December 18, 2017**

Unique opportunity to join the Appeals Division of the Department of Medical Assistance Services as an Eligibility Hearing Officer. This position is responsible for reviewing appeal requests, case documents, and other appropriate evidence to conduct client eligibility appeal hearings to render decisions at the highest administrative level in accordance with fair hearing principles within established time frames. The incumbent will collaborate with hearing officers, paralegals, and administrative assistants within the Client Eligibility Team and the Appeals Division to maintain a team atmosphere within the Division. The successful candidate must have considerable experience researching, interpreting, and applying state and federal regulations, and analyzing facts to reach logical, legally supportable conclusions. Requires considerable knowledge of administrative law and appeals procedures. Must have considerable experience in analytical writing. Requires considerable knowledge of Medicaid and other indigent health care programs, and of physical and mental health care needs of individuals. Must have experience interviewing individuals to obtain financial, legal, and/or medical information. Must have experience independently managing a caseload within established time limits. Requires demonstrated ability to communicate clearly and effectively orally and in writing. Must be proficient using word processing and other office productivity software applications. Graduation from an accredited college or university with an emphasis in public administration, law, social work, nursing, mental health, intellectual disability, and/or experience as an administrative hearing officer, attorney, eligibility worker/specialist preferred, or the equivalent combination of education and experience. A valid Virginia law license is preferred. A valid driver's license is required for occasional travel. **This is an hourly position with no state benefits and limited to 29 hours per week/ 1,500 hours per year.**

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

#### **Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**